

Employer Check List For Child Support Income Withholding

Please check to make sure that your list/coupon contains:

Information about your company:

- ✓ Company Name
- ✓ Your Company's KIDS Employer ID Number

Information about each employee:

- ✓ Withholding Date
- ✓ Employee's Name
- ✓ Employee's KIDS PIN or SSN

- ✓ *Payroll Frequency*
- ✓ *Gross Income*

- ✓ Amount Withheld

- ✓ Does the check amount equal the total amount on your list/coupon?

Thank you!

(Over)

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Mailing Your Payments

Mail your check along with your coupon/list to:

**Wisconsin Support Collections Trust
Fund (WI SCTF)
Box 74400
Milwaukee WI 53274-0400**

- ✓ **State law requires employers to mail payments within five days of the withholding date.**

More Information

- **For more information about your list/coupon, please call the WI SCTF at:**
**1-877-209-5211 (toll free) or
414-615-2581 (Metro Milwaukee)**
- **For information about electronic funds transfer, please call the WI SCTF at:**
414-615-2422
- **For questions about calculating the amounts to withhold, contact the county/tribal child support agency (listed in the phone book under “county government” or tribal name).**
- **Information is also available at:**
<www.dwd.state.wi.us/bcs/employer.htm>

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